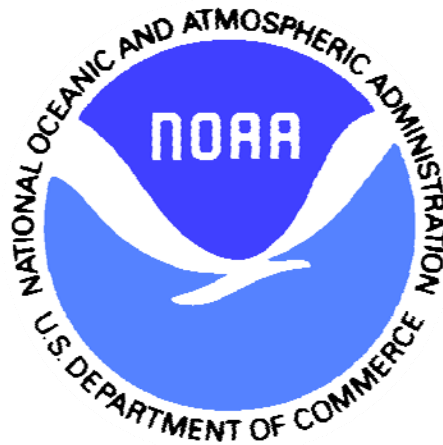


**NOAA'S EQUAL EMPLOYMENT OPPORTUNITY
AND
CIVIL RIGHTS PROGRAM STRATEGIC PLAN**



Fiscal Years 2011 – 2016

Joseph E. Hairston
Director, NOAA Civil Rights Office

Table of Contents

Introduction.....	3
Goal 1.....	4
Goal 2.....	5
Goal 3.....	6
Goals, Objectives and Measures at a Glance	8

INTRODUCTION

The NOAA Civil Rights Strategic Plan for fiscal years 2011 – 2016 is designed to guide NOAA's commitment to Equal Employment Opportunity and provide a framework for NOAA Line Offices/Staff to work in collaboration with the NOAA Civil Rights Office to drive continuous improvement across the agency and move NOAA to a model EEO employer of choice.

NOAA's Civil Rights Office and Line Office EEO Program Managers work together to meet the requirements of civil rights laws, rules, regulations, and guidelines codified, published, and outlined by the U.S. Equal Employment Opportunity Commission, the U.S. Office of Personnel Management, and the U.S. Department of Commerce.

The overall goal of this plan is to provide leadership to transform NOAA's EEO and Civil Rights program effectiveness. To this end, building on collaborative efforts and being transparent in our business strategies and processes are central to:

- Align with the NOAA Strategic Plan and Core Values: *People, Integrity, Excellence, Teamwork, and Ingenuity*;
- Allocate adequate resources to provide leadership, oversight and consistency in EEO Program products and services agency-wide;
- Build organizational credibility;
- Build partnerships;
- Enhance communications; and
- Support the Human Resources Council objectives.

This plan has 3 strategic goals which are aligned with the overall arching goal to provide leadership to transform NOAA's EEO and Civil Rights program effectiveness. Key to reaching our goals includes exploring external factors that may impact progress and achievement of our goals. Resources including funding and staffing levels could potentially affect the progress and priority associated with any business plan. Therefore, it is essential to also look at more cost effective ways of conducting business and providing services.

Equal Employment Opportunity and Civil Rights Strategic Goals and Measures

Goal 1: To implement a collaborative Equal Employment Opportunity Program that is fully compliant with all EEO Laws, rules and regulations that supports NOAA's mission and vision

- ☐ **Objective 1:** Meet the EEO Standards for a Model Federal Agency Equal Opportunity Program
- ☐ **Objective 2:** Ensure that employees and managers have access to current and accurate information about key civil rights issues
- ☐ **Objective 3:** Strengthen Program Delivery and Outreach
- ☐ **Objective 4:** Implement a collaborative EEO program that maximizes the support of the Civil Rights Office and the LO/EEO Program Managers

Performance Measures

FY 2011-2016:

- ☐ **Develop and submit Annual EEO Program Status Reports (MD-715) to the EEOC and the DOC**
 - o Devise strategies to meet EEOC indicators of a Model EEO Program and present the NOAA Leadership with the EEO Program Status Report (MD-715) Briefing – Annually
 - o Develop and issue written guidelines to the LO/EEO Program Managers for completing the EEO Status Report (MD-715) – Annually
 - o Provide updates (statistical only) to the LO/EEO Program Managers on complaint activity in order to analyze trends – Monthly
 - o Develop and post the EEO Program Status Report (MD-715) on the CRO webpage – Annually
 - o Review the Complaints Activity Report (462 Report) and post it on the CRO webpage in accordance with EEOC requirements – Annually
 - o Conduct agency-wide workforce analysis in areas relevant to the Affirmative Employment Program and provide to the LO/EEO Program Managers – Quarterly
 - o Develop and issue the Complaints Activity Report (462 Report) in accordance with EEOC requirements – Annually
- ☐ **Issue an Annual Civil Rights and Anti-Harassment Policy Statement**
- ☐ **Develop an EEO Plan to eliminate barriers that impede the hiring and progression of women, minorities, and disabled individuals.**
 - o Develop training and communication mechanisms to consistently promote inclusion at all levels of the workforce

- **Provide ongoing technical assistance to managers, supervisors, employees and collateral duty counselors**
 - o Conduct Bi-monthly meetings between CRO and LO/EEO Program Managers to share information and identify activities that highlight diversity best practices.
 - o CRO and LO/EEO Program Managers collaborate to design training and workshops that address agency civil rights issues and concerns for all managers, supervisors, and employees – Annually
 - o Develop and provide training on handling EEO Complaints, the Rights and Responsibilities and the EEO process
 - o Establish the selection procedures for EEO-Collateral Duty Counselors and provide the Certification Training
 - o Coordinate and schedule the annual 8-hour Refresher Training for EEO Counselor's to keep them apprised of current laws and regulations
 - o Respond to requests for workforce analyses information related to EEO complaints
- **Provide Civil Rights information to the workforce through a variety of sources**
 - o Provide customized agency specific Civil Rights briefings to managers and employees in meetings through various computer based systems – Quarterly
 - o Provide Civil Rights information to the NOAA workforce through a Civil Rights Update and Special Bulletins (*electronically distributed*) – Monthly
 - o Provide consultation and presentations for units that deliver Civil Rights training
 - o Provide training schedules and packets via the CRO webpage

Goal 2: CRO and LO/EEO Program Managers collaborate to strengthen and expand outreach, educational and Special Emphasis Programs that would continue to recruit and retain a multicultural workforce that reflects the Nation's diversity.

- **Objective 1:** Follow the standard operating procedures for Special Emphasis Program commemorative events in an effort to develop and maintain a level of consistency in the management of NOAA-wide sponsored programs
- **Objective 2:** CRO and LO/EEO Program Managers will collaborate for the participation in job fairs, college fairs, and other outreach venues such as the Career and Training Fair for Native American students at the Northwest Indian College in Bellingham, Washington, Society for the Advancement of Chicanos and Native Americans (SACNAS) National Conference, American Indian Science & Engineering Society (AISES) National Conference and Hispanic Association of Colleges & Universities (HACU) to provide training, internships, scholarships and full employment
- **Objective 3:** Develop and promote a calendar of outreach events aimed at promoting diversity in the workforce
- **Objective 4:** Collaborate across NOAA Line and Staff Offices to establish career development, training and/or mentoring programs in support of the NOAA Workforce and Workplace Diversity Implementation Team Plans.

Performance Measures

FY 2011-2016:

- ☐ **Plan and execute Special Emphasis Program commemorative events, including Bring your Sons' and Daughters' to Work Program**
 - o Special Emphasis Program Manager will collaborate with LO/EEO Program Managers and committee members to educate and increase public awareness regarding NOAA's mission and employment opportunities
 - o Special Emphasis Program Manager will collaborate with LO/EEO Program Managers to develop and implement a Special Emphasis Marketing plan for NOAA
 - o CRO will monitor Special Emphasis initiatives included in MD-715
 - o Special Emphasis Program Manager will collaborate with LO/EEO Program Managers to develop and publicize a calendar of Special Emphasis Events and publish on the CRO webpage – Annually
- ☐ **CRO and LO/EEO Program Managers collaborate to deliver the resources to support NOAA's partnerships at Minority Serving Institutions (MSI)**
- ☐ **CRO and LO/EEO Program Managers collaborate to conduct site visits to review progress on the implementation of NOAA's partnerships at MSIs.**
- ☐ **Provide ongoing technical assistance to managers, supervisors, and employees**
- ☐ **Develop and monitor workforce barrier analysis (hiring and separations) and changes in workforce representation data – Quarterly**
- ☐ **Develop and distribute mid-year statistical analyses**

Goal 3: Develop and implement programs, strategies, and initiatives designed to promote the early resolution of EEO complaints.

- ☐ **Objective 1:** CRO and LO/EEO Program Managers collaborate to provide training and information resources to managers and employees that will reduce EEO complaints

Performance Measures

FY 2011-2016:

- o Develop and maintain a CRO EEO training database
- o Develop and provide customized EEO and Diversity training for employees and managers which includes Workplace Harassment Prevention that is available to all locations via webcast or CRO webpage
- o Implement and ensure a fully trained cadre of EEO collateral-duty counselors

Performance Measures

FY 2011-2016:

- ☐ **Ensure new employee orientation materials contain updated and accurate EEO materials**
- ☐ **CRO and LO/EEO Program Managers collaborate to design training and workshops that address agency civil rights issues and concerns for all managers and supervisors – Annually**
- ☐ **Increase the percentage of employees trained in EEO and Diversity**
- ☐ **Maintain training evaluation ratings reports on the CRO and LO/EEO Program Managers training and educational events**

Goals, Objectives, and Measures at a Glance

Strategic Goal 1: <i>Implement a collaborative Equal Employment Opportunity Program that is fully compliant with all EEO Laws, rules and regulations that supports NOAA's mission and vision.</i>	
Objectives:	Measures:
1. Meet the EEOC Standards for a Model Federal Agency EEO program	Devise strategies to meet EEOC indicators of a Model EEO Program and present the NOAA Leadership with the EEO Program Status Report (MD-715) Briefing - Annually
2. Ensure that employees and managers have access to current and accurate information about key civil rights issues	Provide consultation and presentations for units that deliver civil rights. Provide training schedules and packets via the CRO webpage
3. Strengthen Program Delivery and Outreach	Provide Civil Rights information to the NOAA workforce through a Civil Rights Update and Special Bulletins (<i>electronically distributed</i>) – Monthly
4. Implement a collaborative EEO program that maximizes the support of the Civil Rights Office and the LO/EEO Program Managers	Conduct Bi-monthly meetings between CRO and LO/EEO Program Managers to share information and identify activities that highlight diversity best practices
Strategic Goal 2: <i>Strengthen and Expand outreach, educational and special emphasis programs that would continue to recruit and retain a multicultural workforce that reflects the Nation's diversity.</i>	
Objectives:	Measures:
1. Follow the standard operating procedures for Special Emphasis Program commemorative events in an effort to develop and maintain a level of consistency in the management of NOAA-wide sponsored programs	Plan and execute Special Emphasis Program commemorative events, including Bring your Sons' and Daughters' to Work Program
2. Attendance at job fairs, college fairs, and other outreach venues targeted at underrepresented groups	An increase in the number of employees in underrepresented groups which supports NOAA Diversity Hiring Plan
3. Develop and promote a calendar of outreach events aimed at promoting diversity in the workforce	Special Emphasis Program Manager will collaborate with LO/EEO Program Managers to develop and publicize a calendar of Special Emphasis Events and publish on the CRO webpage – Annually
Strategic Goal 3: <i>Develop and implement programs, strategies, and initiatives designed to promote the early resolution of EEO complaints.</i>	
Objectives:	Measures:
1. Provide training and information resources to managers and employees that will reduce EEO complaints	Develop and maintain a CRO EEO training database. Develop and provide customized EEO and Diversity training for employees and managers which includes Workplace Harassment Prevention that is available to all locations via webcast or CRO webpage